

**KENTUCKY INFORMATION RESOURCES MANAGEMENT
COMMISSION
MEETING MINUTES**

June 4, 1998

KIRM Members: Chair Jim Nelson, Steve Dooley, David Ballard representing David Couch, Barbara Bean, Charles Anderson, John Penfield representing Bill Bowdy, Jerry Frantz, Virginia Fox, Jim Ramsey, and Mike Grisham representing James Ramsey.

GUESTS: Aldona Valicenti, Nancy Ward, Carol Lathrem, David Burke, Joe Piccini, Louis Smith, Kent Howell, Jeff Miracle, Charles Robb, Sheri Rose, Randy Refalo, Bill Decker, Benjamin McGirt, Diana Yarnell and John Meiman.

STAFF: Doug Robinson, Shirley Rodgers and Jessamine Saufley.

Chair Nelson called the meeting to order and welcomed members and guests. The minutes of March 26, 1998 were reviewed and approved as distributed.

Chair Nelson asked Dave Ballard, Vice Chair to provide an update on the Communications Advisory Council (CAC) activities. Dave reported that the Council is currently working on a white paper addressing telecommuting practices, policies and guidelines for the Commonwealth, which should be completed in two to three months. He also reported that the next Telecommuting workgroup is scheduled for Thursday, June 11, 1998, at 8:00 a.m., in the KIRM Conference Room, and that the next CAC meeting is scheduled for Friday, June 12, 1998, at 10:00 a.m., at the Department for Military Affairs.

Chair Nelson asked Aldona Valicenti, Chief Information Officer for the Commonwealth, to update the members on the current and future activities of the CIO office. Aldona reported a Common Data Definition policy has been developed, which will encourage the sharing of information between systems. She stated that the policy would include two elements for identification, individual and business. Aldona also reported that a strategic alliance for services is in the process of being created with vendors. She stated that an RFI for services was released, a concept conference was conducted, and an RFP is being developed for the strategic alliance for services.

Chair Nelson asked John Penfield, Vice Chair, to provide an update on the Geographic Information Advisory Council (GIAC) activities. John reported that a GIS Summit was held on Thursday, April 23, 1998, for approximately fifty people representing all levels of state, local and federal government. He also reported that the Fifth Annual GIS Conference was held May 17-20 at the Center for Rural Development in Somerset, with over 300 people in attendance. John concluded by stating that the participants recommended the conference be an annual event.

Chair Nelson requested members review the summary information of the 1998 KIRM research and development (R&D) grant award finalists. Doug briefly discussed the seven R&D projects, which were selected from nineteen applicants. Steve Dooley made a motion, seconded by Ginni Fox, to approve the seven finalists as presented. After discussion, motion passed unanimously. Doug added that the emphasis for the 1998 grant awards focused on the innovative use of electronic commerce. He concluded by stating that the awards will be disbursed on July 1, 1998.

Doug Robinson reported that the Enterprise Architecture and Standards Committee had expanded the membership to thirteen members. He stated that the three new members were David Couch, Department of Education, David Clifford, Teachers' Retirement System, and Harvey Roberts, Kentucky Lottery Corporation. Doug added that the committee is currently working on policies and procedures and that select workgroups have been created to focus on maintenance of the standards in core areas. He reminded members that the standard revisions are posted on the KIRM website and updated regularly, along with a revision history. Doug also reported that several other states have inquired about the Commonwealth's approach to enterprise architecture and standards.

Chair Nelson asked Steve Dooley to provide an update on the Electronic Signature Committee. Steve informed members that House Bill 708, addressing Electronic Signature practices and policies for the Commonwealth, had been approved by the Kentucky General Assembly and was signed by the Governor during the last legislative session. He added that, in the future, specific guidelines for different agencies should be explored for electronic commerce. Steve stated that the committee continues to monitor what other states are doing in the area of electronic commerce.

Chair Nelson reported that the Information Policy Committee met on Thursday, May 28, 1998, to establish a policy statement for enterprise data standards for the Commonwealth. He asked members to review the draft handout provided in the meeting packets. Chair Nelson discussed access to electronic records and privacy issues as referenced in recent court cases. Aldona highlighted some operational implications of the proposed data standards and recommended the Architecture and Standards Committee include additional language to address those concerns. She also suggested that universities might want to consider this report for inclusion in the university environment. Motion was made, seconded and approved to adopt the data standards; with the recommendation that the Enterprise Architecture and Standards Committee address implementation issues and develop an appropriate policy.

Chair Nelson asked Doug to provide a KIRM office report. Doug stated that the 1998-2000 information resource plans, findings, and global comments are posted on the KIRM website. He reported that a number of state agencies have submitted nominations for the upcoming NASIRE awards. Doug added that KIRM and DIS submitted "The Use of an Intranet for Strategic Planning", as a nomination. Doug concluded by stating that the 1997 R&D grant presentations will resume during the next KIRM meeting.

Chair Nelson asked Nancy Ward to provide an EMPOWER Kentucky update. Nancy reported that a number of initiatives will be funded from the \$375 million Commonwealth surplus. She added that the

EMPOWER Office is preparing project plans. Nancy discussed the status of the MARS initiative within the Finance and Administration Cabinet and the Simplified Access initiative within the Cabinet for Families and Children. She concluded by announcing the appointment of Patrice Carroll as Project Director for the Simplified Access initiative.

Chair Nelson stated that effective in July, the Chair of GIAC and the Chair of CAC will be KIRM voting members due to recently enacted legislation. He added that the nominating committee would meet prior to the next KIRM meeting and present officers nominations for election at that meeting.

Chair Nelson reported the approval of an amendment, Kentucky's Electronic Workplace for Employment Services, to the 1998 Information Resources Plan for the Workforce Development Cabinet. Steve informed members of an enterprise agreement negotiated and now in place with Oracle Corporation.

Dave Ballard provided a Model Courthouse update for members. He reported that intelligent workstations will be set up in elected officials' offices in the courthouses, and they are exploring ways to share data and upgrade hardware. Dave added that the Department of Information Systems is supplying software and applications to allow the courthouse to communicate with each other. He stated that the participating counties are Montgomery, Warren and Marshall. He added that the infrastructure for these selected counties is in place.

Chair Nelson thanked Dr. Charles Anderson, Western Kentucky University, for his dedication and extended service to the Commission, since his term expires in July, 1998.

Being no further business, the meeting adjourned 2:45 p.m. The next Commission meeting will be held in late August.